Assessment Committee
Harold Washington College

Committee Chair – Michael Heathfield, Applied Science
Committee Vice Chair – Jen Asimow, Applied Science
Committee Secretary – Jeffrey Swigart, Mathematics

Agenda for 3/2/2011
3:00 PM to 4:00 PM in Room 1046

1) Apologies
2) Minutes of February 23rd meeting
3) Update on Social Science Assessment - Mike
4) Update on QR Assessment - Jeff
5) Updated on Effective Writing pilot - Jen
6) New regular agenda item: Big Issue - Mike
7) CCSSE Findings presentation - Dave
8) AOB
9) Sub-Committee Time

(Next meeting will be 3/9/2011 from 3:00 PM to 4:00 PM in Room 1046.)

From the AC Charge: The HWC Assessment Committee is committed to maintaining a campus culture focused on learning in which faculty, students, and the administration share a common understanding of the meaning, purpose, and utility of assessment. It recognizes that for the faculty to be successful in this endeavor there must be meaningful input from students and strong support from the administration. The HWC Assessment Committee characterizes assessment of student learning as a comprehensive process that is ongoing, systematic, structured, and sustainable.
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Minutes for 3/2/2011 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending
Jen Asimow – Applied Science
Jacqueline Cunningham – ELL WL
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Charles McSweeney – Advising
Jaime Millan – Physical Sciences
Willard Moody – English
Dave Richardson – Humanities
Jeffrey Swigart – Mathematics
Loretta Visomirskis – English
Matthew Williams – ELL WL

Consultants/Visitors Attending
Chris Kabir – Research & Planning

Apologies
Margarita Chavez – World Languages
LaRhue Finney – English
Lynnel Kiely – Social Sciences (Reinvention)

Absent
Vincent Wiggins – OIT

Opening:
• Call to Order: Michael called the meeting to order at 3:05 PM.
• Approval of Last Meeting’s Minutes: The 2/23/2011 minutes were approved by committee vote after being motioned by John and seconded by Charles.

Update on Social Science Assessment:
Mike shared that the special assignment forms have been submitted for the graders of the qualitative questions. The Social Science Subcommittee is working on planning the training for the graders. Chris K. is working on a preliminary report detailing the results of the multiple choice questions. The overall report will be written after the graders finish the qualitative questions.

Update on Quantitative Reasoning Assessment:
Jeff completed a rough draft of preliminary report. Michael will look at this weekend, and Jeff will then email it to the entire committee by Monday. At next week’s meeting, the committee will discuss it to prepare it for dissemination.

Update on Effective Writing Pilot:
The Effective Writing Subcommittee is calling for volunteers for the pilot. The volunteers must collect writing assignments from their students during the 10th to 12th week of the semester. The assignment should be a response to a prompt/assignment/exam question that asks for a fully developed response. The length should be more than a long paragraph and up to a page in length. Students must also complete demographic information to be attached to the writing samples. The subcommittee will distribute volunteer forms for interested faculty to fill out.
Big Issues:
Mike shared his concern that we spend most of our time discussing little details of tasks that need to be completed. Yet we should put aside time to discuss bigger, broader issues. For example, we should discuss the issue of informed consent. Even though we do not have a review board at HWC, we should discuss how to ethically get students’ consent for our use of their assessment data and other information.

CCSSE Findings Presentation:
HWC participated in the CCSSE (Community College Survey of Student Engagement) in the years 2005 and 2009. After spending many weeks comparing the two sets of data, Dave presented his preliminary findings. A long discussion ensued, and the committee will continue to study the data to further discuss. In the meantime, Dave will begin work on a preliminary report for future dissemination.

Sub-Committee Time: We had no time for subcommittees this week.

Next Week:
• Discuss topics for the newsletter.
• Discuss the Quantitative Reasoning Preliminary Report.

Closing:
• Adjournment: Michael adjourned the meeting at 4:10 PM.
• Approval of This Meeting’s Minutes: These 3/2/2011 minutes were approved at the 3/9/2011 meeting by committee vote after being motioned by Loretta and seconded by John.